



# ***Manager's Report***

***For Council Meeting March 11, 2003***

## **FINANCE**

Listed below are the new businesses licensed during this period:

### **Business Name**

Athena Consulting LLC  
Bead Shoppe, The  
Deli Express  
Everything 4 pools.com Inc  
Fortivo Consulting Inc  
Gavgani  
Heritage Decks & Gazebos  
Per Data LLC  
Plaza Texaco (new owner)

## **HUMAN RESOURCES**

New Hires and Terminations for the Period February 22 through March 7, 2003

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
None		

<b><u>Terminations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
None		

<b><u>Retirements</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Robert Pulley	Maintenance Worker I	Utility Lines

### **Training**

- New Employee Orientation – March 5<sup>th</sup>
- Customer Service Training – March 11<sup>th</sup>

**PLANNING AND ZONING**

**MANAGER'S REPORT**  
**DIVISION OF CURRENT PLANNING ACTIVITY**

**PLANS REVIEWED DURING THE PERIOD OF:  
FEBRUARY 24, 2003 TO MARCH 4, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Goddard Daycare (@ Tavistock Farm)	Preliminary/Final Development Plan	3 <sup>rd</sup>	8,000 square foot day- care facility
202 Wirt Street	Minor Subdivision/Deed	1 <sup>st</sup>	
Turner/Wilson	Final Subdivision Plat	1 <sup>st</sup>	16 single family detached residential lots
Turner/Wilson	Construction Drawings	2 <sup>nd</sup>	16 single family detached residential lots and related improvements/public infrastructure
Potomac Station Retail, Parcel B	Preliminary/Final Development Plan		
Battlefield Marketplace (near Kohl's)	Off-site Easement Plat (Edwards Landing)	1 <sup>st</sup>	Off-site easement for conveyance of stormwater to adequate stream channel for related 223,921 square foot commercial retail development (Costco and Target)
Stowers Public Improvement/Route 621	Final Development Plan	3 <sup>rd</sup>	Road improvements related to Stowers single family detached residential development
Stowers Public Improvement/Route 621	Traffic Signal and Signage Plan	1 <sup>st</sup>	Traffic signal and signage improvements related to Stowers single family detached residential development
Jiffy Lube (behind Popeyes)	Sketch	1 <sup>st</sup>	
202 Wirt Street	Preliminary/Final Development Plan	3 <sup>rd</sup>	
Lansdowne, Section 44	Final Plat	1 <sup>st</sup>	County referral for public water and sanitary sewer review

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
FEBRUARY 24, 2003 TO MARCH 4, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Panera Bread (Leesburg Corner Premium Outlet)	Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	6,000 square foot restaurant
South King Street Center at the Park	Variation Request	1 <sup>st</sup>	Request to modify certain public infrastructure requirements
South King Street Center at the Park	Preliminary Development Plan	1 <sup>st</sup>	20,000 square foot retail center
Battlefield Marketplace (near Kohl's)	Off-site Easement Plat (Edwards Landing, Phase 2B, Parcel 2B2)	1 <sup>st</sup>	Off-site easement for conveyance of stormwater to adequate stream channel for related 223,921 square foot commercial retail development (Costco and Target)

Stowers Public Improvement/Route 621	Final Development Plan	3 <sup>rd</sup>	Road improvements related to Stowers single family detached residential development
Stowers Public Improvement/Route 621	Traffic Signal and Signage Plan	1 <sup>st</sup>	Traffic signal and signage improvements related to Stowers single family detached residential development
202 Wirt Street	Minor Subdivision/Deed	1 <sup>st</sup>	
6 Wirt Street	DCSM Modification	1 <sup>st</sup>	Request to reduce minimum parking aisle width

**COMPREHENSIVE PLANNING****Special Exceptions**

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. A preview before the Planning Commission is tentatively scheduled for March 20, 2003 and the public hearing before the Planning Commission is tentatively scheduled for April 3, 2003.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catoctin Circle, N.E., this application is for a brewpub use inside the office building which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Planning Commission was held on February 6<sup>th</sup> and a public hearing before the Planning Commission was held on February 20, 2003. The Planning Commission is scheduled to act on this application at their March 6, 2003 meeting.

SE 2003-01: Leesburg Auto Car Wash – Located on Catoctin Circle, adjacent to the Leesburg Rescue Squad. The applicant is seeking to amend a previously approved special exception. A joint public hearing between Planning Commission and Town Council is scheduled for March 11, 2003.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. This property is located in the southeast corner of Davis Avenue and King Street. A preview before the Planning Commission is scheduled for March 6, 2003 and a public hearing is tentatively scheduled before the Planning Commission for March 20, 2003.

SE 2002-12: KFC/A&W. The application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Both staff and the applicant are currently reviewing the plans. A preview before the Planning Commission is tentatively scheduled for March 20, 2003 and a public hearing before the Planning Commission is tentatively scheduled for April 3, 2003.

**Rezoning**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. The Town Council at its February 24<sup>th</sup> meeting discussed the item. The Town Council asked that the staff work with applicant and bring the application back at its March 24, 2003 meeting.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). The Planning Commission is acted on this application at the January 16, 2003 meeting, recommending approval. A preview was held before the Town Council at the January 27<sup>th</sup> meeting and a public hearing was held February 11<sup>th</sup>. The Town Council suspended rules and unanimously voted to approve this application.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

**Zoning Permits Issued 03-214-03-256****Zoning Permits Issued Residential**

Potomac Crossing 2 SFD @ \$105,000    8 SFA @ \$55,000  
Kincaid Forest 4 SFA    @ \$85,000

**Zoning Permits Issued Commercial**

850 N. King Street –Smarts Middle School \$18,000,000  
800 N. King Street – Francis Hazel Reid Elementary School \$10,000,000  
850 N. King Street 3 Retaining Walls for Smarts Middle School 2 @ \$10,000  
1 @ \$20,000  
38 D Catoctin Circle Interior Fit-In for Deli South @ \$100,000  
210 Loudoun St SE Deck, pergola, fence & patio for LaChostia Chicken

**Occupancy Permits Issued Residential**

Kincaid Forest 2 SFD & 2 SFA  
Potomac Crossing 2 SFD  
Potomac Station 1 SFD  
Stratford 5 SFD  
Edwards Landing 2 SFD  
Tavistock Farms 2 SFA  
Lowenbach 1 Duplex

**Occupancy Permits Issued Commercial**

38 B & C Catoctin Circle SE - Kettermans Jewelers

**WATER & SEWER ADMINISTRATION**

- During this time frame there were 37 Public Facility Permits issued totaling \$565,143.00
- 16 work orders issued for meter sets
- 18 requests for occupancy inspection were issued

**Capital Projects Update**

- Sewer System Improvements – The progress on Cherry Lane is slow due to weather problems encountered recently.
- During this period, no plans were received for review within the service area, however, 3 requests were processed for water and sewer system modeling.
- Notice to proceed for the Woodlea Manor Mini-Zone Pump Station is on hold until a receipt of certain documents from the engineer, at the request of Town Attorney. Survey work will begin as soon as weather permits.
- Land acquisition negotiations for Water Storage Tanks have hit a stumbling block due to refusal of property owners to negotiate. Staff is seeking Council's approval for proceeding with condemnation proceedings.
- Staff is exploring the purchase of a cross connections and backflow prevention software package to improve the inspection program.

**UTILITY LINES DIVISION****Training**

- Andy Noland attended VDOT soil training class.
- Held safety training covering Book #2, General Safety.

**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging

**Summary Programs**

- New connections to town utility system: 25
- Total number of water leak repairs: 7
- Responded to 318 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time vacancies as of March 7, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Econ Dev</b>	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
<b>Finance</b>	1	Staff Accountant	1/1/03	√	√	√			
<b>Eng &amp; PW</b>	1	Maintenance Worker I	10/31/02	√	√	√	√	√	√
	1	Maintenance Worker I	10/18/02	√	√	√	√	√	√
	1	Senior Engineer	7/1/02	√	√	<u>Frozen</u>			
<b>Parks and Rec</b>	1	Program Supervisor	1/21/03	√	√	√	√	√	√
	1	Maint Wrkr II (Grndskpr)	1/14/03	√	√	√	√	√	√
	1	Groundskeeper	3/3/03						
<b>P&amp;Z</b>	2	Senior Planner	7/1/02	√	√	√			
	1	Planner	7/1/02	√	√	√	<u>Frozen</u>		
	1	Planning Assistant	2/10/03	√	√				
<b>Police</b>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen</u>			
	2	Police Sergeant	1/6/03	<u>internal</u>	√				
<b>Util Admin</b>	1	Senior Engineer	7/1/02	<u>On hold</u>					
	1	Cross Conn. Comp. Off.	1/2/03	√	√				
<b>Util Lines</b>	2	Inspector	11/8/02	√	√	√	√	√	√
	1	Maintenance Worker II	11/1/02	√	√				
<b>Water Plant</b>	1	Plant Operator or Trainee	2/3/03	√					
<b>Wastewater</b>	1	Maintenance Worker II	11/19/02	√	√	√	√	√	√
<b><u>TOTAL</u></b>	22								

R.S. Noe